

FISCAL MANAGEMENT NEWS\$

[A Newsletter Published by the Fiscal Management Division of OMB]

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If you have questions or comments,
please call (701)-328-4904.

Attention: Payroll Clerks

For Employees who are terminating employment and are enrolled in Medical Spending and/or Dependent Care Accounts

With the change in the Flexcomp Plan Year to a calendar year, employee contributions to spending accounts are made on a prospective basis. This change prompted PERS to amend the Flexcomp Plan Document to extend participation in the Flexcomp Program to the end of the month in which the employee terminates employment.



Therefore, you will need to stop the payroll deduction from the employee's final check. Example, an employee terminates employment in September. The August paid September payroll should reflect the last contribution(s) to the employee's spending accounts. The payroll deduction **must** be stopped with the September paid October payroll.

Flex Refunds

We have set up a new earnings type for medical and dependent spending accounts refunds (flex refunds) to employees. The code for this earnings type is "FLX" for flex refund.

This assignment will add to their taxable gross wages and will follow the tax chart. It will not take retirement out of the refunded amount. **Agencies will need to do this refund on the same cycle the employee receives his/her wages.** This earnings type is used instead of "REG" or "ADL."



Frequently Asked Payroll Questions

1. How do you add to a batch after the system has timed out?

To finish a batch after the system has 'timed out', inquire on the batch to see how many transactions were entered on the system before it timed out. Then re-enter the batch header exactly as before, and continue with the rest of the transactions.

2. If I changed the hourly pay rate on the Personnel Action Form (PAF), why did it pay the old rate on the employee's check?

If you made changes to the pay on an employee's PAF during the month, you also need to make changes to the rate/amount on the certification when you enter the hours they worked at the end of the month.

3. Can we pay an employee fractional hours for overtime, vacation, sick leave and other earning types?

Yes, the system allows fractional hours (999.99).

4. How can we change a social security number that was not entered correctly?

Send a memo to the central payroll office indicating the old, and the new social security numbers. This can be corrected only by the central payroll office.

5. What agency is responsible for the health insurance premium when an employee worked for two agencies in the same month?

The agency that has the employee on board the last day of the month.

6. An employee lost their paycheck stub. What can they do?

If you have access to the RDARS on-line report system, you can access the Payroll Audit Report for your agency and print out the information for a particular employee. This printout will contain more information than a check stub. If you don't have access to RDARS, contact the central payroll office and we can print the information for you.

7. Can we pay an hourly employee on the advanced payroll?

You can pay an employee on the advanced payroll as long as you know the exact hours worked are correct. Otherwise pay the employee on the supplemental payroll. OMB doesn't recommend paying hourly employees on the advanced payroll.

WEB PAGE UPDATES:

The Fiscal Management Division is working continuously to keep its web site updated with new information. Check out our home page at <http://www.state.nd.us/fiscal> for these listings:

- The 1998 Comprehensive Annual Financial Report (CAFR)
- Out-of-State Meal Allowance Rates for 1999 (look here for the most current)
- **NEW: Central Payroll Deduction Codes for on-line payroll clerks

Any changes in these guidelines will be updated on the web page immediately, so bookmark this site for the most up-to-date OMB fiscal information.



New Staff

On February 1, Dave Anderson began his duties as Programmer Analyst III in the Fiscal Management Division. He replaces Pam Schafer who left the division in October 1998.

Dave's primary responsibility is interfacing with ISD and state agencies on the mainframe systems of SAMIS and payroll. He has been involved in data processing activities including sales, programming, training, analysis, design and project management since 1972. He comes to OMB from Basin Electric where he headed their Y2K project beginning in April, 1996. Dave's e-mail address is dlanders@state.nd.us.

Welcome Dave !



Direct Deposit

Don't cut your lunch hour short making trips to deposit or cash your paycheck. Just sign up for **Direct Deposit**. Your payroll manager can tell you how it's done.

With **Direct Deposit**, your money is in your account on payday!!! Whether you're on vacation, sick, or traveling out of town on business, your pay will automatically be deposited and available for your use.

Direct Deposit is the safest, most confidential way to get your money into your checking or savings account. No more worrying about lost, stolen or damaged checks or special trips to deposit your paycheck. And, you'll still receive a pay stub from your employer and a monthly statement from your financial institution to let you know your account has been credited.

Ask your Payroll Manager how you can sign up for **Direct Deposit** today...
you'll be glad you did!

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